

Exhibitors Prospectus



SPECIAL LIBRARIES ASSOCIATION

84th ANNUAL CONFERENCE

June 5-10, 1993 □ Cincinnati, Ohio

& Infompo

SPECIAL LIBRARIES ASSOCIATION

Special Libraries Association is a not-for-profit organization of more than 14,000 individuals, primarily in the United States and Canada, who serve as librarians and information managers in specialized information centers. Many of these special libraries are located in business and industrial settings, such as large manufacturers, banks and financial institutions, consulting and engineering firms, utilities, newspapers, advertising and marketing agencies, and advanced technology research organizations.

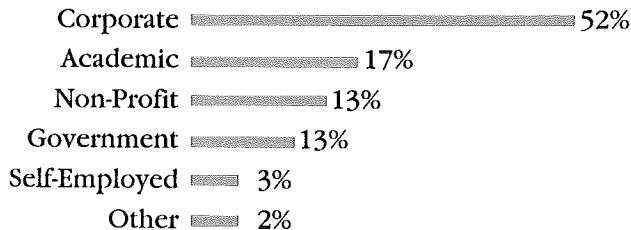
Some special libraries are associated with departments of federal, state and local governments, while others represent specialized subject collections in large public or academic libraries — for example, a business administration or engineering library within a university. Still others serve professional societies and trade associations. Special libraries range in size from one- or two-person operations to staff of over 100. Budgets may range from less than ten thousand dollars to several million dollars.

Special librarians attending the Conference tend to be heads of their respective information centers, either controlling their own budgets or having direct input to the managers who do. Nearly 90% are responsible for or influence purchasing decisions (one of the highest levels of all library/information professional organizations.) Almost all centers will be looking at more sophisticated and cost-effective ways of running their business.

The Cincinnati Conference Committee will emphasize the exhibits' importance as an educational opportunity to the Association's membership throughout the year. This is a marketing opportunity you won't want to miss. Join SLA at its 84th Conference in San Francisco and share this chance to develop the ideas that will shape the future of this information business.

SLA Members

SLA members are employed by the following organizations:



Place of Conference Exhibits

Dr. Albert B. Sabin
Cincinnati Convention Center
Cincinnati, Ohio

Conference Registration will be located in the Convention Center.



WHO EXHIBITS

Manufacturers and Suppliers of...
Library Automation Software
Audiovisual Materials & Equipment
Data Processing equipment
Microforms & Microform Equipment
Library Furniture
Information Storage & Retrieval
Office Furniture & Equipment
Copying & Duplicating Equipment
Specialized Books, Periodicals & Directories
Mini Computers
Micro Computers
Portable Copying Equipment
Databases
Optical Publishing
CD - ROM

Services, such as...
Publishers
Government Information Services
Library Binders
Subscription Agencies
Book Jobbers
Indexing & Abstracting Services
Alerting & Search Services
Database Search Services
Consultants

WHO ATTENDS?

Special Librarians
Information Managers
Documentalists
Information Scientists
Administrators of Information Systems
Chief Information Officers
Vice Presidents of Information Services
University Librarians
School Librarians
Public Librarians
Archivists
Preservationists
Information Specialists

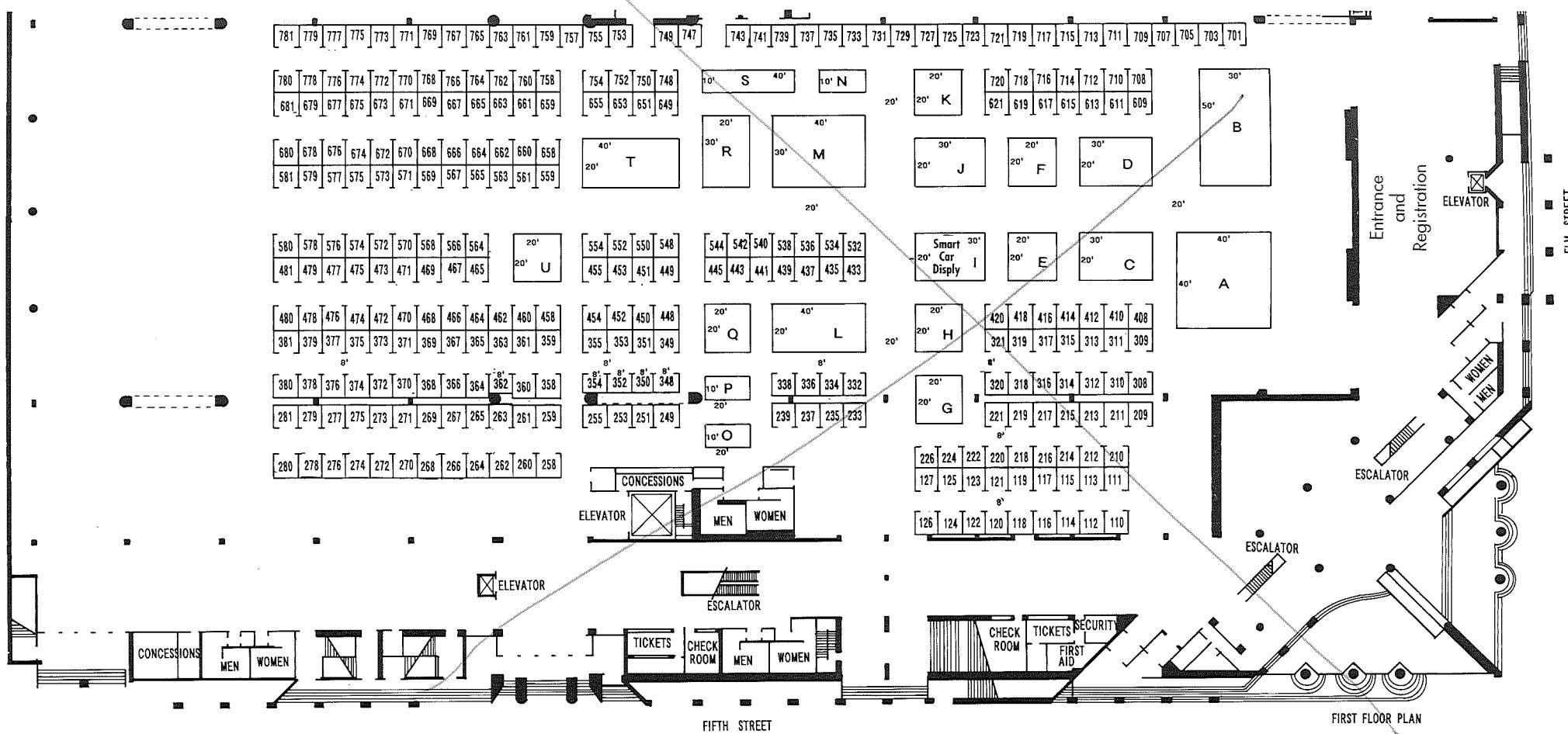
THEY REPRESENT...

Business & Industry
Research Laboratories
Universities & Colleges
Technical Institutes
Government Agencies
Nonprofit Organizations

FUTURE CONFERENCES

- | | |
|------------------------|------------------------------------------------------------|
| 1994 June 11-16 | 85th Annual Conference
Atlanta, Georgia. |
| 1995 June 10-15 | 86th Annual Conference
Montreal, Quebec, Canada. |
| 1996 June 8-13 | 87th Annual Conference
Boston, Massachusetts. |
| 1997 June 7-12 | 88th Annual Conference
Seattle, Washington. |
| 1998 June 6-11 | 89th Annual Conference
Indianapolis, Indiana. |
| 1999 June 5-10 | 90th Annual Conference
Minneapolis, MN |
| 2000 June 10-15 | 91st Annual Conference
Philadelphia, PA |
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CINCINNATI CONVENTION - EXPOSITION CENTER



SPECIAL LIBRARIES ASSOCIATION

JUNE 5-10, 1993

84th ANNUAL CONFERENCE

CINCINNATI, OHIO

Tentative Floor Plan
Subject to Change

LOOKING TO THE YEAR 2000:

Information Professionals Chart the Course

The 1993 Conference, occurring at a vital period historically, economically and internationally, will emphasize the value to be added by quality information services in organizations of all types.

We will explore expanded, redefined roles for information managers and librarians as they become:

- 1) powerful partners in research advancement,
- 2) explorers in forgoing stronger international communication links,
- 3) effective marketers in expanding the use of information.

Conference vendors and exhibitors will have the opportunity to showcase their products and services as solutions in these challenging times.

SLA'S Divisions

Advertising & Marketing

Aerospace

Biological Sciences

Business & Finance

Chemistry

Education

Engineering

Environment and Resource Management

Food, Agriculture & Nutrition

Geography & Map

Information Technology

Insurance &

Employee Benefits

Library Management

Metals/Materials

Military Librarians

Museums, Arts &

Humanities

News

Nuclear Science

Petroleum & Energy Resources

Pharmaceutical Physics, Astronomy, Mathematics

Public Utilities

Science-Technology

Social Science

Solo Librarians

Telecommunications

Transportation

Exhibit Dates and Hours

Sunday, June 6 12:00 p.m. - 5:30 p.m.

Monday, June 7 10:30 a.m. - 5:30 p.m.

Tuesday, June 8 10:00 a.m. - 5:30 p.m.

Wednesday, June 9 10:00 a.m. - 2:00 p.m.

Exhibit Hall Passes

SLA will invite public, school, and college librarians from the area to visit SLA's Exhibits Area as our guests. Exhibit Hall passes will be available.

Exhibitors are encouraged to invite area clients to visit the exhibits. A supply of Exhibit Hall passes will be sent to you.

SLA hopes that this approach to exhibits will be a mutual benefit to our guests — as a form of continuing education — and to our exhibitors, who will be able to explain their products and services to a much wider audience.

New For 1993!

Table Top Exhibits!

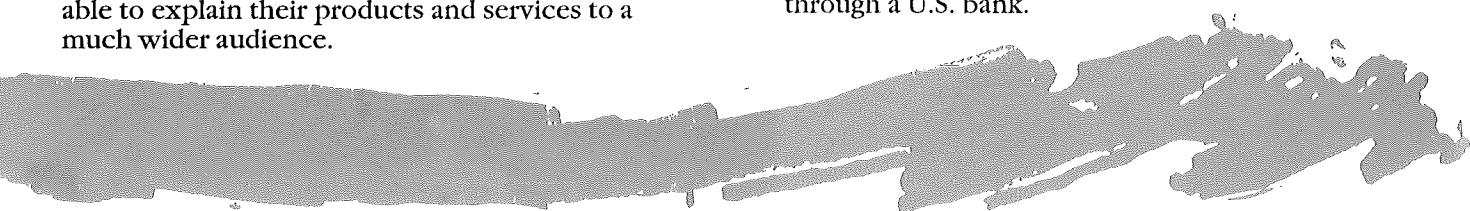
This year, table top exhibit spaces will be available to small companies/organizations. The intent of this opportunity is strictly for the distribution of brochures and other handout materials of small companies/organizations (sales under \$100,000 annually). Each table top space will include a sign, one 6' skirted table and chair. The cost for a table top exhibit is \$250. RESTRICTIONS: Use of this space excludes the use of electricity, computers and other such equipment. No service kit will be provided. Set up for table top exhibits will begin on Sunday, June 6th at 9:00 a.m. All table top displays must be staffed during all exhibit hours. All general rules and regulations on the back of the "Application for Exhibit Space" apply. SLA has the right to refuse access to a table top exhibit. Call the SLA Marketing & Sales department (202) 234-4700 Ext. 31 for more information and an application.

Booth Rental

Booths are available in the following sizes at the rates specified:

Booths	Price	Complimentary Exhibitor Registrations
10' x 10' In-Line	\$1,750	4
Islands		
N, O, P	\$3,700	8
10' x 20'		
S	\$7,400	16
10' x 40'		
E, F, G, H, K, Q, U	\$7,400	16
20' x 20'		
C, D, I, J, R	\$11,100	24
20' x 30'		
L, T	\$14,800	32
20' X 40'		
M	\$22,200	48
30' x 40'		
B	\$27,750	60
30' x 50'		
A	\$29,600	64
40' x 40'		
Table Tops	\$ 250	1 (Exhibit registration only)

All payments must be in U.S. dollars collectable through a U.S. bank.



Deposit and Payments

Applications must be accompanied by a check for the total booth rental amount. Should payment not be received, the Association has the right not to assign booth space. If the Application is received after all space is exhausted, the payment will be refunded. Failure to comply with these requirements forfeits all rights to space, which may in such case be reassigned to others, with no obligation on the part of SLA:

Conference Program Advertising

Advertising space is available in the *Preliminary Conference Program* and *Final Conference Program*. The *Preliminary Program* is mailed to all SLA members and will reach more than 15,000 individuals before the San Francisco Conference. The *Final Conference Program* will be given to all Conference registrants at registration and contains all Conference events descriptions and locations.

Exhibit Equipment & Service

Special decorating, tables, risers, display panels, shelving, chairs, etc. should be ordered from the official service contractor. The contractor will furnish each exhibitor with a packet containing complete service orders and shipping instructions. Exhibitor service kits will be mailed Mar. 1, 1992. The colors available will match drapery.

Display Labor

Carpenters, electricians, and laborers to assist in erecting exhibits can be obtained through the official service contractor.

Additional information on labor and costs will be included in the exhibitor service kits.

Set-up Time

Sat., June 5 8:00 a.m. - 5:00 p.m.

Sun., June 6 8:00 a.m. - 12:00 noon

No exhibits can be installed in whole or part after the official opening time, 12:00 noon, Sun., June 6.

For information, see the Application for Advertising, which is enclosed.

Cancellations

Cancellations by exhibitors will be accepted only at the discretion of SLA and then only based upon the following schedule of refunds. Before December 1, 1992, 90%; on or after December 1, 1992, 50%; on or after March 15, 1993, none.

Percentages are based on total booth cost.

Except as the exhibitor's rental obligation may be reduced as set forth in the above schedule, the exhibitor is responsible for total booth rental irrespective of the reason on cancellation, including cancellation by the exhibitor because of failure of an exhibit to arrive for any reason, or cancellation by SLA of the exhibition, in whole or in part as the result of riot, strike, civil disorder, act of war, act of God, and any reason of any kind, whatsoever not within SLA's control.

Dismantling Time

Wed., June 9 2:00 p.m. - 11:30 p.m.

Thurs., June 10 8:00 a.m. - 12:00 noon

No dismantling or removal may be done during official exhibit hours. Dismantling and recrating must be completed by 11:30 p.m. Wednesday. Removal must be completed by 12:00 noon, June 10.

Consult your service kit for any changes.

Direct Shipments

1. Do not send your display or materials to the New Place.
2. Labels will be included in your exhibitor packet with complete shipping instructions.
3. All shipments should arrive at least two (2) weeks in advance of the Conference. They will be held without storage charge for as long as thirty (30) days in advance.

Exhibitor Conference Registration

Each exhibiting organization is entitled to register the number of representatives indicated in the Booth Rental section of the Prospectus.

Attendance at all Conference events, except those ticketed, is included in exhibitor registration.

Hotels

Housing information will be sent to all exhibitors along with a preliminary program in late March. It is advised that room reservation(s) be made early.

If an exhibiting organization is interested in utilizing a suite or meeting room during the conference, it is important that they contact the SLA Manager, Conference & Meetings.

Exhibitors Meeting

The 14th Annual Exhibitors' Meeting will take place on Tuesday, June 8th from 5:30 p.m. - 6:30 p.m. A review of the Conference will be held along with a discussion about the 1994 Conference and Exhibits in Atlanta, Georgia.

Direct All Inquiries To:

Special Libraries Association
Director, Marketing & Sales
1700 18th Street, N.W.
Washington, DC 20009
Telephone: 202/234-4700